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“We confide in our strength, without boasting of it; we respect that of others, without fearing it.”

Thomas Jefferson

EEO FOCUS

News You Can Use



Workforce Recruitment Program

The Workforce Recruitment Program for College Students with Disabilities (WRP) is a resource for federal agencies and private businesses nationwide to identify qualified temporary and permanent employees from a variety of fields with no obligation to hire. Applicants are highly motivated post secondary students and recent graduates from over 200 college and university campuses. From face-to-face interviews, a database is compiled containing applications and profiles on more than 2,200 college students and recent graduates. During the summer of 2010 Fort Carson utilized this program to place an employee paid by Department of Defense funds in the Family Life Chaplain's Office. Chaplain Timothy Stiers stated "I whole heartedly endorse this program. It has been a win for us by having someone to do the job when no funds were available. I did all I know to do to keep her with us at Fort Carson. She was a great help!" Luckily funds did become available and the employee is now a permanent member of the Garrison Staff.

What Does the Program Offer Employers?

- Job candidates pre-screened through face-to-face interviews
- Information about each applicant's qualifications
- Search capabilities tailored to specific job requirements
- Access to candidates across the nation, by state or job category
- Flexibility in hiring for summer internships or permanent positions
- Opportunity to identify outstanding interns for permanent staffing needs
- Freedom to conduct independent interviews after qualified candidates are identified
- Ability to search for candidates who self-identify as Schedule A Eligible and those Veterans

What Can Summer Interns Do for Your Organization?

- Undertake special projects postponed for lack of time or resources
- Assist permanent staff with key projects
- Share specialized knowledge and innovative technical skills
- Assume responsibilities of staff on vacation or leave of absence
- Prove that qualified people with disabilities make excellent employees
- Contribute in a wide variety of areas, including business, human resources, communications, engineering, science, computer science and administrative support

How Can a WRP Student Work for You?

If you are interested in having a WRP student for the summer, please contact Pat Rosas at 526-5818 or email: patricia.rosas@us.army.mil.

(Extracted from the Department of Labor Office of Disability Employment Website)

Interviewing - The Legal Way

The job interview is a powerful factor in the employee selection process in most organizations. While the job interview may not deserve all of the attention that the job interview receives, it is still a powerful force in hiring. Other background checking and work history references provide much less personalized and more factual information, and hopefully, you have added these checks to your hiring decisions, too. But the job interview remains the key to assessing the candidate's cultural fit. You will want to use the list of qualities, skills, knowledge, and experience you developed for the resume screening process. Avoid illegal interview questions and interview practices that could make your organization the target of an EEO complaint.

Illegal interview questions include any questions that are related to a candidate's: **Age, Race, Ethnicity, Color, Gender, Country of National Origin, Religion, Disability, Marital or Family Status, or Pregnancy.**

Ask This	Not This
This job requires overtime occasionally. Would you be able and willing to work overtime as necessary?	What are your child care arrangements while you work?
Are you over the age of 18?	When did you graduate from high school?
Are you authorized to work in the U.S.?	Are you a U.S. citizen?
Are you able to perform the essential functions of this job with or without reasonable accommodations? (Prior to this question you must thoroughly describe the job)	Have you ever been hospitalized or are you on any medications?
Do you belong to any professional or trade groups/organizations that you consider relevant to your ability to perform this job?	To what clubs or social organizations do you belong?
In what branch of the Armed Forces did you serve?	If you've been in the military, were you honorably discharged?

If you are unsure if you can ask a particular question during an interview, seek advice from the EEO Office or a HR Representative



Checking job or employment references is time-consuming and frequently unsatisfactory, as many employers, refuse to offer more than dates of employment, salary history and job title. As with most Human Resource processes, a standard reference checking format is useful. Try to check references after you are prepared to make an offer because some employers may not know one of their employees is looking for a different job.

Information gathered from: <http://humanresources.about.com/>

FORT CARSON-BEST HOMETOWN IN THE ARMY- HOME OF AMERICA'S BEST

Creating and Sustaining a Culture of Respect in the Workplace

Everybody needs a little respect. You know when you have respect. You know when you don't. You can demonstrate respect with simple, yet powerful actions.

- Treat people with courtesy, politeness, and kindness. Encourage coworkers to express opinions and ideas.
- Listen to what others have to say before expressing your viewpoint. Never speak over, butt-in, or cut off another person. Use people's ideas to change or improve work.
- Never insult people, name call, disparage or put down people or their ideas, nit-pick, constantly criticize the little things, belittle, judge, demean, or patronize.
- Treat people the same. Implement policies and procedures consistently so people feel that they are treated fairly and equally.
- Include all co-workers in meetings, discussions, training, and events. While not every person can participate in every activity, do not marginalize, exclude or leave any one person out. Provide an equal opportunity for employees to participate.
- Praise much more frequently than you criticize. Encourage praise and recognition from employee to employee as well as from the supervisor.

By incorporating these simple, yet very realistic principles your actions will aid in ensuring a respectful, considerate, professional work place and should help avoid hostile work environment EEO complaints. However, there is a bit more you can do to avoid a hostile work environment or bullying in your workplace:

Distribution and Communication. Employers should ensure EEO policies are distributed and communicated to all employees.

Education. The workforce should be educated about the types of behavior that are unacceptable. New employees learn about the EEO policies during their orientation and all Army employees are required to take refresher training annually.

Supervisor Training. Supervisors are required to receive additional training to educate them about their important role in preventing harassment in the workplace.

Taking Appropriate Action. If you witness harassment, encourage the behavior to stop by taking immediate corrective action. This may consist of disciplinary action or other corrective action such as training.

Complaint Procedure. If you have a possible concern, please contact the EEO Office for assistance in the matter and provide employees with the EEO Office contact information as well.

Far too often employers lose their best employees due to the workplace environment and not because of money or ambition. Make your environment one of inclusiveness and respect; you'll have happier more productive employees.

Information gathered from: <http://humanresources.about.com/>

Training Corner

EEO FOR SUPERVISORS AND MANAGERS

This training is critical for the agency to ensure that managers and supervisors know how to maintain a workplace free from harassment and discrimination. Leaders set the tone and enforce the agency's zero tolerance policy. This course provides detailed instruction on how to meet this requirement.

DESIRED OUTCOME

Supervisors gain an understanding of their role regarding supervisory authority and prohibited personnel practices outlined in Title VII.

WHEN/WHERE

* **26 Jan:** 1400 - GMC, Bldg 1118
 * **9 Feb:** 0900, 1100, 1400 - McMahon Theater
 * **23 Mar:** 1400 - GMC, Bldg 1118
 * **13 Apr:** 0900, 1100, 1400 - McMahon Theater
 * **25 May:** 1400 - GMC, Bldg 1118
 * **15 Jun:** 0900, 1100, 1400 - McMahon Theater
 * **29 Jun:** 1400 - GMC, Bldg 1118
 * **3 Aug:** 1400 - GMC, Bldg 1118
 * **7 Sep:** 1400 - GMC, Bldg 1118

(GMC = Garrison Main Conference Room 219)

REASONABLE ACCOMMODATION (RA) PROCESS TRAINING

This training will cover the policies and laws that define an individual with a disability and focuses on the reasonable accommodation request procedures. The course provides detailed instruction on how to process an employee's RA request. This class is open to supervisors and interested employees.

DESIRED OUTCOME

Educate the workforce on the RA process; leave with the understanding of what is a disability, legal requirements, and employee's and supervisor's responsibilities in the interactive accommodation process.

WHEN/WHERE

* **26 Jan:** 1300, 1500 - GMC, Bldg 1118
 * **23 Mar:** 1300, 1500 - GMC, Bldg 1118
 * **25 May:** 1300, 1500 - GMC, Bldg 1118
 * **29 June:** 1300, 1500 - GMC, Bldg 1118
 * **3 Aug:** 1300, 1500 - GMC, Bldg 1118
 * **7 Sep:** 1300, 1500 - GMC, Bldg 1118

ANTI-HARASSMENT/EEO ANNUAL TRAINING FOR CIVILIAN EMPLOYEES

DA requires that all civilian employees and all managers of civilian employees receive EEO training annually to address anti-harassment/prevention of harassment in the workplace. This training used to be known as "POSH (Prevention of Sexual Harassment)" but has been expanded to address all forms of illegal harassment.

DESIRED OUTCOME

Employees recognize appropriate and professional workplace behavior; know how to address issues in the workplace; and where to turn for assistance.

WHEN/WHERE

* **9 Feb:** 0800, 1000, 1300 - McMahon Theater
 * **13 Apr:** 0800, 1000, 1300 - McMahon Theater
 * **15 Jun:** 0800, 1000, 1300 - McMahon Theater
 * **14 Sep:** 0800, 1000, 1300 - McMahon Theater

ONLINE!

Mid January-Anti-harassment training will also be available through LMS.